

**HISTORIC PRESERVATION  
CONSULTANTS DIRECTORY**

**USER INFORMATION**

# Instructions for Using the Historic Preservation Consultants Directory

## Introduction

Thank you for your interest in using the Historic Preservation Division (HPD) Historic Preservation Consultants Directory for the disciplines of **Archaeology, Architectural History, Engineering, Historic Architecture, Historic Landscape Architecture, Historic Preservation, Historic Preservation Planning, and History**. The Consultants Directory is a self-nominated directory and its intent is to provide to constituents and the general public a list of design and consulting professionals with interest and experience in dealing with historic and archaeological resources as they seek professional services and expertise when undertaking preservation projects.

Copies of the Consultants Directory are available to the public upon request and may also be accessed from HPD's Website at: [www.georgiashpo.org](http://www.georgiashpo.org) . Files of the firms listed in the Consultants Directory are maintained by HPD and are available for inspection during normal business hours by appointment.

## Why Hire a Historic Preservation Professional?

The National Historic Preservation Act of 1966, which articulates the American preservation philosophy, recognizes the importance of the preservation of historic resources within our country. Accordingly, guiding principles have been created to help protect historic resources, promote their appropriate treatment, and establish basic standards for planning and implementing preservation treatments and associated activities. These standards and guidelines are collectively titled the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.

In consideration of these factors, to appropriately and responsibly deal with preservation related activities, one should either have or acquire preservation related education or experience or seek advice from those individuals and firms that do have such expertise. To this end, within the *Standards and Guidelines for Archaeology and Historic Preservation* is a subset of standards, the *Secretary of the Interior's Historic Preservation Professional Qualification Standards*, which spell out the basic educational and/or professional experience essential for providing informed guidance for preservation projects.

This leads to the role filled by the historic preservation professional.

Within the various preservation disciplines are the practitioners with appropriate qualifications to provide the skills and expertise that can help you research, document, plan, design, implement, and otherwise guide you through your preservation project. When selected appropriately, using a historic preservation professional will help ensure the protection and appropriate treatment of your historic property, improve the quality of your project, and save you time and money.

Why is this important? Because the historic preservation professional has expressed an interest in and an understanding of the principles of historic preservation and how to apply them, the practitioners of the broader disciplines generally have not.

## **Who is a Qualified Historic Preservation Professional?**

Simply stated, a qualified historic preservation professional is one who has at least the minimum educational and professional experience as established by the *Secretary of the Interior's Historic Preservation Professional Qualification Standards*.

While HPD does not regulate or license any of these professions, certain of them are through formal registration by other agencies or organizations, including architects, landscape architects, and engineers. However, this registration process does not directly reflect experience in preservation, as preservation is a specialty within the broader profession.

And, neither the Professional Qualification Standards nor registration provides the complete picture for determining the skill and quality of work of a preservation professional. To round it out you need to know their record of successful quality projects and receive good references. Bear this in mind when choosing a consultant.

## **Services Provided by Historic Preservation Professionals**

The *Secretary of the Interior's Historic Preservation Professional Qualification Standards* defines twelve preservation disciplines, eight of which are included as preservation profession categories in the HPD Historic Preservation Consultants Directory. They are the disciplines of Archaeology, Architectural History, Engineering, Historic Architecture, Historic Landscape Architecture, Historic Preservation, Historic Preservation Planning, and History. It further describes the typical work product and activities for these disciplines, which when examined reveal the types of services you can expect from that particular preservation consultant.

The services provided by the preservation consultant fill client needs including those for projects involving rehabilitation of historic properties, regulatory compliance associated with environmental review, grant funded projects, historic resource identification surveys, National Register nominations, and design guidelines for historic districts, to name a few. Generally, the various preservation consultants can be expected to provide the following services:

### Archaeologist

- Archaeological surveys and excavations with associated reports
- Cultural resource management and regulatory compliance reports
- National Register documentation and/or Determinations of Eligibility

### Architectural Historian

- Survey reports assessing the significance of historic properties
- Historic Structure Reports
- National Register documentation and/or Determinations of Eligibility
- Archival research

### Engineer

- Structural plans and specifications
- Adaptive use or feasibility studies regarding the structural preservation or stabilization of historic structures
- Historic Structure Reports or Condition Assessments

#### Historic Architect

- Architectural plans and specifications
- Adaptive use or feasibility studies
- Historic Structure Reports or Condition Assessments

#### Historic Landscape Architect

- Surveys and inventories of cultural landscapes.
- National Register nominations or Determinations of Eligibility for cultural landscapes.
- Cultural landscape treatment and maintenance plans.
- Cultural landscape reports.

#### Historic Preservationist

- National Register documentation and/or Determinations of Eligibility
- Survey reports assessing the significance of historic properties
- Historic Structure Reports.
- Adaptive use plans or feasibility studies
- Writing historic district ordinances

#### Historic Preservation Planner

- Writing preservation plans for adoption by governments
- Preservation planning studies for use with local comprehensive or master plans
- Writing historic district ordinances
- Economic feasibility studies related to historic resources

#### Historian

- National Register documentation and/or Determinations of Eligibility
- Survey reports assessing the significance of historic properties
- Archival research

Along with noting a consultant's Preservation Profession, the Consultants Directory also provides two other informational listings. Standard Preservation Services is a list established by HPD of the usual services or work product provided by a preservation consultant. Other Preservation-Related Services is a list created from information provided by the consultants. These lists are not meant to be inclusive. For additional information regarding services, please refer to the *Secretary of the Interior's Historic Preservation Professional Qualification Standards*, the Consultants Directory, and the Glossary of Preservation Services at the end of these instructions.

### **How to Use the Historic Preservation Consultants Directory and How to Select the Preservation Professional Best Suited for Your Project**

HPD Historic Preservation Consultants Directory is a self-nominating directory; the only requirement for inclusion is a consultant's submission of a completed information packet. And, the Historic Preservation Division cannot recommend the services of an individual or firm. However, to assist you in finding and selecting a preservation consultant, we offer the following guidance.

Every preservation project can be broken down into three basic steps. First is the initial concept of the project – the idea that comes about as a result of identifying or recognizing a need or problem. The second step is planning or designing the project – the means to an end. And, third is actually implementing the plan so that the idea is fulfilled or the problem resolved. Following this process to complete a preservation project or activity typically takes a team effort involving you, as the client, the preservation professional, and other necessary parties, including sub-consultants and contractors. (3)

In most cases, you, as the client, define or outline the initial concept of the preservation project. Then, typically, the historic preservation professional comes onboard as a major participant in the second step and sometimes the third, depending on the type of project.

In this process the Consultants Directory acts as a resource list for finding potential preservation professionals that are interested in and able to complete or help with the planning and design phase of the project as part of your project team.

Here is how the Consultants Directory should be used:

1. Using the previous list of disciplines and typical available services, determine which category is most applicable for your project concept.
2. Browse the Consultants Directory or files to find those consultants that provide your needed services.
3. Narrow your search by selecting consultants according to some other criteria, such as geographical area or whether they've been noted as meeting the *Historic Preservation Professional Qualification Standards*.
4. Select several consultants from the narrower search to contact directly. Ideally, you should select at least three to investigate further and/or choose between.

To select the preservation professional best suited for your project, you should consider these three factors: Competence, Chemistry, and Cost.

### Competence

You need to determine the qualifications of each consultant you select – relevant to your particular project and relevant to each other.

To do this you should first get a sense of their experience by researching readily available information, such as the Consultants Directory files and other program files maintained by HPD, visiting their websites, or requesting pertinent information directly from them (*don't be afraid to ask for references*), including projects that may have involved HPD. Since a consultant is often ultimately responsible for materials that are submitted for review and approval by HPD, the program files for Historic Resources Surveys, National Register, Environmental Review, Tax Incentives, and Grants can be a good source of information regarding the performance of a consultant on a specific project.

Then you need to provide each of them with a fair and consistent description of the project concept, general budget, schedule, and known issues.

Finally, you need to evaluate their responses. Responses may be presented in a variety of formats, including formal written proposals or discussions of the project in meetings or interviews.

The information you should gather includes:

1. How they will approach the project
2. Their interpretation of what the service or work product resulting from the project will be
3. Their experience with other similar projects – ask for examples
4. Evidence of their skill and ability to perform the work – ask for references
5. Who specifically will be working on the project
6. Their availability
7. Can the project, as described, be completed within the budget and schedule
8. An estimate of their fee
9. Up-to-date references

## Chemistry

Simply put, you need to determine if your personality and the consultant's personality are complementary. You will be working together as a team on your project so it's better to have a good working relationship than to have one in conflict. However, this doesn't mean you want someone that always agrees with you or blindly follows your lead. You're hiring someone for his or her expertise and you should expect to be given informed counsel. Nonetheless, it is also a business relationship, so your communication, management, and decision-making styles should be compatible.

When you meet with your potential consultants ask questions about these matters and see if their answers are acceptable to you.

## Cost

While the cost of a project will always be the most likely defining moment for whether a preservation project or activity will actually proceed, it should never be considered out of context with the other two factors. This is because a dollar amount doesn't, in and of itself, mean a project will be successful.

A low bid for work may mean that there are hidden costs. Maybe something you wanted has been left out by mistake or intentionally. To get it will cost you extra. A low bid may mean the consultant doesn't understand the project or what you expect. Accepting a low bid may mean a difficult working relationship with the winning consultant if your management styles are incompatible. Just how much is that aggravation worth?

Another way to look at cost is to consider selecting the consultant that provides the service at the *lowest and best cost*. This approach brings all three selection factors into consideration. It may mean you have to re-evaluate the project, such as delaying it until more funding can be acquired or revising the scope of the project. But, because you have included the other considerations in your decision, you should have greater flexibility, consultant ability, and working relationship to ultimately achieve the successful completion of the project.

When you finally make your consultant selection, you should enter into a contractual agreement, which should clearly define the scope of project work, consultant services, financial terms, and other aspects of the project or client-consultant relationship, as applicable, before starting the project work. When negotiating a contract, also be sure your best interests are protected, including equitable contract termination provisions and a retainage clause so final payment is held pending receipt of a satisfactory final product.

## **Consultants Directory Database and Files**

Information contained in the HPD Consultants Directory database and/or files includes:

- Consultants Data Sheet with information for contacting the firm, primary professions, and available services
- Professional references with contact information
- Resumes
- Supplemental information, such as company brochures, photographs of previous work, or copies of representative work product
- Consultants Directory Application Review Form

## Disclaimer

The Historic Preservation Division (HPD) of the Georgia Department of Natural Resources maintains a list of self-nominated preservation activity related consultants. The intent of the Historic Preservation Consultants Directory is to provide to constituents and the general public a list of design and consulting professionals with interest and experience in dealing with historic and archaeological resources when they seek professional services and expertise as they undertake preservation projects. The professionals in this Directory have provided contact information and documentation that describes their academic and practical experience for those preservation services they offer. The information requested as part of creating and maintaining a file for each firm includes details that demonstrate whether a firm or individual meets minimal “Professional Qualification Standards” as established and published in the Code of Federal Regulations, 36 CFR 61 and in the Federal Register, 62 FR 33708 (June 20, 1997). Certain work product involving Federal programs may require that the consultant providing the information meet the “Professional Qualification Standards.”

**This Directory does not represent an endorsement, recommendation evaluation or assumption of responsibility for the quality of work of any consultant. There is no representation implicit or implied that any work product produced by those in the Directory will meet federal or state requirements. There is no representation implicit or implied that the information provided by the consultant is accurate - - it is made available as provided.**

HPD recommends users of the Directory contact at least three consultants, check their references with previous clients, and inquire as to the consultant’s familiarity with the Secretary of the Interior’s Standards for the Treatment of Historic Properties as part of the user’s own individual investigation and judgment regarding the reputation, cost, and quality of any particular firm listed.

As a self-nominating directory, the only requirement for inclusion is a consultant’s submission of a completed information packet. Therefore, consultants not listed in the Directory should not necessarily be excluded from consideration. There are likely a number of other consultants available who could also be in the Directory; they can be added at their request. However, HPD reserves the exclusive right to establish and determine the content of the Consultants Directory and files. Files of the firms on the Consultants Directory are maintained by HPD and are available for inspection during normal business hours by appointment.

## Glossary of Preservation Services and Terminology

*The intent of this glossary is to provide meaning and explanations in easy-to-understand language of the professional services and preservation terminology used in the Historic Preservation Division Consultants Directory listings. This glossary is not necessarily comprehensive nor should the definitions be considered definitive; other definitions for the same or similar terms could be equally valid.*

**Adaptive Use Plans:** An Adaptive Use Plan is a study, report, and associated conceptual drawings that examine an existing building or property, which has become obsolete or can no longer function as originally or currently utilized, to determine possible alternate uses and demonstrate how the building or property could be developed for those uses.

**Archaeological Conservation:** The goal of archaeological conservation is to stabilize and preserve archaeological sites, rather than encourage their immediate excavation. This will allow conserved sites to be examined in the future, when better technology, improved field methods, and more enlightened research questions are available.

**Archaeological Curation:** Curation is the permanent storage of analyzed artifacts and associated records from an archaeology project, in a curation facility that meets federal government standards. Such standardized storage is an environmentally safe, monitored, and secure location that can provide access for future research, benefiting archaeology and the general public for educational purposes. The cost for curation is borne by the owner of the land from which the artifacts were retrieved.

**Archaeological Monitoring:** In order to comply with state and federal environmental laws, a developer may need to hire an archaeologist to watch for indications of archaeological sites or artifacts to be revealed during land disturbing activities. An infrequent requirement, this is usually done only in large-scale development projects and when previous surveys have indicated the potential for intact sites or human burials.

**Archaeology Data Recovery (Phase III):** see Archaeology Fieldwork

**Archaeology Fieldwork:** Archaeological fieldwork is undertaken by a professional archaeologist to systematically investigate an area for clues to past human activity. The work is done in gradually more intensive phases: Phase I is a "walk over" to collect visual clues along with digging small holes in a pattern across the tract, in order to sample the extent of artifacts found there. This level of examination is often called "survey" or "reconnaissance." If information revealed at that level indicates the possibility of sites being intact, then more intensive Phase II work is done: digging larger holes in areas previously noted to have many artifacts. This level of examination is known also as "intensive survey" or "testing." Phase III work is the most intensive level of investigation, comprising full-scale systematic excavation of a site, and is also known as "data recovery" or "mitigation." This level of work is rarely done because it is not usually needed to "clear" a tract for development, for example, and it is expensive both in time and money.

**Archaeology Intensive Survey (Phase II):** see Archaeology Fieldwork

**Archaeology Reconnaissance (Phase I):** see Archaeology Fieldwork

**Architectural Conservation:** Architectural Conservation involves maintaining and repairing the existing materials of a building or structure with techniques that prevent, reduce, or minimize further deterioration rather than replicating and replacing the feature with new or other historic materials. Examples of Architectural Conservation include cleaning and reattaching historic wallpaper, reattaching loose plaster, and using epoxy or other fillers to consolidate decayed wood. (see also Materials Conservation)

**Archival Research:** Archaeologists perform archival, or background, research before beginning any project in order to have a context within which they can interpret information collected from their investigation of the project land area. Sources examined routinely are: published archaeological reports and records of identified sites in or near the project area, county histories, deed records and other public documents, historic maps, aerial photos, National Register of Historic Places files, and scholarly publications on specific topics relevant to the project area, such as its geology, climate, known ethnic affiliations, cultural traditions, and its historical development.

**Archival Research:** The practice of thorough study and investigation into the historic aspects of a building, structure, site, or district, or in some aspect of historic context. An archive is a repository for public records and documents, often specialized in type or category. Many historic properties require in-depth investigation of primary and secondary sources to compile the required comprehensive documentation for significant designation.

**Cemetery Delineation:** see Cemetery Consulting

**Cemetery Relocation:** see Cemetery Consulting

**Cemetery Consulting:** Cemetery consulting covers a variety of activities and services associated with old and historic cemeteries (rather than newer or perpetual care cemeteries), which require special knowledge and skills. Additionally, because issues involved with correcting and alleviating the problems associated with these often neglected cemeteries are particularly sensitive, use of professional assistance to deal with them is especially important to ensure appropriate treatments are employed and methods followed. Typical cemetery consulting services include: identification of unmarked burials and mapping of marked and unmarked graves so that cemetery boundaries can be delineated; condition assessments of grave markers and cemetery furniture; condition assessments of landscape features or grounds, including erosion control and plants and trees; development of cemetery preservation plans; and stone grave marker repair. However, some cemetery consultants specialize, providing some but not all these services. It is also important to note that moving a cemetery is regulated under Georgia law. Among other things, the statute requires that a professional archaeologist, registered land surveyor, and genealogist be employed to conduct disinterment, identification of descendants, and re-interment of human remains.

**Conditions Assessment Report:** see Structural Assessments

**Context Reports:** The compiling of information derived from various research sources to document a pattern or trend in history by which a specific property is understood and its significance is made clear. Facts for a historic context should be organized by theme, geographical place, and period of time. The report should explain the role of the property in relationship to broad historic trends, using specific facts about its community or surroundings.

**Cultural Landscape Report:** A cultural landscape report (CLR) is an approach developed in the late 1980s for the documentation and evaluation of a landscape's character-defining features, materials and qualities. The intent is to minimize the loss of character-defining features and materials, so its key components are a physical history and site analysis upon which treatment and development alternatives are based. A CLR narrative should provide historical context, key developments, design intent, primary design principles, patterns, features and significant events or individuals associated with the landscape.

**Cultural Resource Exhibits (Design and Planning):** Cultural Resource Exhibits are display centers or exhibit spaces created to interpret historic buildings, sites, and events. Planning and design of Cultural Resource Exhibits typically includes historic narrative research and artifact collection, with subsequent display design (ensuring artifact preservation and protection), artifact labeling, informational and educational panels, and overseeing installation of the exhibit. Examples of Cultural Resource Exhibits include display cases with historic objects in museums or other public venues, signage and interpretive panels at historic sites, and displays and interpretive panels associated with house museums (buildings that themselves are the main part of the exhibit, such as Mount Vernon and Monticello).

**Cultural Resource Planning:** Preservation planning generally involves the following steps: historical research; inventory and documentation of existing conditions; site analysis and evaluation of integrity and significance; development of a cultural resource preservation approach and treatment plan; development of a cultural resource management plan and management philosophy; the development of a strategy for ongoing maintenance; and preparation of a record of treatment and future research recommendations.

**Design Guidelines:** Design Guidelines are guidance directives developed by local governments to protect and preserve the historic character of local historic districts. Design Guidelines are typically associated with a local historic preservation ordinance and are applied only within designated historic districts. Design Guidelines are used to determine the appropriateness of proposed exterior changes; first by property owners when planning their projects and also by historic preservation commissions in their review of the work as part of a building permit approval process.

**Developmental Histories:** A developmental history is a documented account of the *physical development* of a historic property or district and the people, events, and activities that shaped its development over time. Developmental histories document the acquisition of land, land subdivision or planning, the construction of buildings and structures, landscaping, and changes to these physical features over time, as well as the people, events, and activities associated with these features. Key developmental factors are identified – for example, the opening of territory for white settlement, the coming of the railroad, new agricultural practices, industrialization – as well as specific land uses.

**Downtown Development Planning:** Downtown Development Planning (also referred to as Downtown Revitalization Planning or Downtown Redevelopment Planning) focuses on the downtown commercial core of a city. To revitalize a downtown commercial core, a comprehensive revitalization process that improves all aspects of a commercial district must be put in place. Associated planning components include identification of existing resources, infrastructure and physical improvement needs, sustainable business mix planning, and quality of life issues. The process must ultimately integrate a practical management strategy with the physical improvement of buildings and public spaces, aggressive promotion and image building, and the economic development of the area. Beyond planning, essential to the success of a downtown program is a professional program manager to coordinate the downtown revitalization program effort.

**Easements (preservation-related):** Easements are a private legal right given by the owner of a property to a qualified nonprofit organization or governmental entity for a particular purpose. An easement is considered a “partial interest” in real property – the property owner continues to own the property but transfers the specific set of rights represented by the easement to the easement-holding organization. As such, it is recorded as part of the property’s title and deed (in legal terms, an easement “runs with the land”) and this title interest is binding on both present and future owners. Preservation-related easements can be known by a variety of terms, however, their general purpose is to protect a property’s conservation and preservation values. A *Conservation Easement* would be used to protect land that has outdoor recreational value, natural environmental value (including natural habitat), open space (including farmland, forest land, and land with scenic value). *Preservation Easements* have a principal purpose of protecting a property with historic, architectural, or archaeological significance. As an easement inherently protects a property against changes that would be inconsistent with its current appearance or use, there are often overlaps in the protection it provides. For instance, a preservation easement restricting changes to a property’s historic setting may also protect natural land values. Other common types of easements are *Scenic Easements* protecting scenic viewsheds and *Historic Façade Easements* preserving historically significant building elevations. Consultants providing easement consultation typically help establish the scope and terms of an easement, aid in finding a qualified easement-holder, assist in determining its value, and perhaps provide advice regarding an easement’s potential as a charitable contribution deduction for tax purposes.

**Environmental Review Consulting:** Environmental Review Consulting includes preparation of documentation for compliance with the federal laws and regulations associated with the identification and protection of American cultural resources (archaeological sites, historic buildings, urban districts, sacred sites and objects, shipwrecks, and archives). Terms associated with Environmental Review Consulting include Section 106 (National Historic Preservation Act of 1966), Section 4(f) (Amended Department of Transportation Act [1987]), and Environmental Assessments (National Environmental Policy Act [NEPA] of 1969).

**Genealogical Research:** Genealogical research documents the facts about an individual’s life, family, and community associations. These facts include: birth and death dates and places; identification of parents, children, and other family members; the individual’s occupation(s); information about the individual’s family and social life; and the location(s) where the individual lived at different times in his or her life.

**HABS/HAER Documentation:** Historic American Buildings Survey/Historic American Engineering Record documentation is intended to preserve an accurate record of historic properties that can be used in research and other preservation activities. Associated work product must be consistent with the Secretary of the Interior’s Standards for Architectural and Engineering Documentation. Work product for HABS/HAER falls into the following categories: Measured Drawings, Large Format Photography, and Written History and Description.

**Heritage Education:** Heritage Education is the use of local cultural and historic resources for teaching required curricula of grades K-12, but it may also be for instruction of other interested parties outside a primary or secondary school setting. Activities, lesson plans, and units of study typically focus on, but are not limited to, architecture, archaeology, cemeteries, documents, folk ways, objects and artifacts, community and family history, photographs/portraits, historic sites, museums, and the urban and rural landscape.

**Heritage Tourism (Research and Planning):** The National Trust for Historic Preservation defines heritage tourism as traveling to experience the places, artifacts, and activities that authentically represent the stories and people of the past and present. It includes visitation to cultural, historic, and natural resources. Research and planning for Heritage Tourism would include identifying local or regional points of interest, developing or organizing those points of interest for visitation, and developing promotional and informational materials and guides for distribution to travelers and tourists through tourism bureaus, chambers of commerce, and by other marketing methods.

**Historical Research:** see Archival Research

**Historic Landscape Planning:** Historic Landscape Planning involves identifying, documenting, and planning for the preservation of a variety of historic cultural landscapes including gardens, parks, battlefields, cemeteries, college campuses, etc. Comprehensive historic landscape preservation plans provide guidance for retaining, maintaining, and interpreting significant landscape features and also address site development and land use issues.

**Historic Resources Field Survey:** see Surveys (Historic Resources)

**Historic Structure Reports:** Historic Structure Reports (HSR) documents and characterizes a historic structure and its associated environment, identifies and evaluates the existing condition of its material elements, and generates the information and recommendations necessary to responsibly deal with existing issues and concerns about the structure and its current and future uses. Included within a HSR are written history and description of the property, “as built” drawings, and photographs. HSRs are often a component of a Preservation Plan.

**Human Osteology:** Osteology is the anatomical study of bones. See also Physical Anthropology.

**Industrial Archaeology:** A sub-discipline of archaeology, industrial archaeology is the study of sites related to technological and industrial development, such as those dating to the industrial revolution. An industrial archaeologist would be interested in sites like iron ore or coal mines, manufacturing plants, or truss bridges.

**Materials Conservation:** Materials Conservation involves skilled repair and preservation of historic materials, textiles, coatings, artifacts, and objects in order to extend their existence while retaining their aesthetic qualities. Materials Conservation requires proficient knowledge of the traditional production or manufacturing methods of the particular substance being conserved. It also requires knowledge of associated scientific testing, techniques, and other modern methodology, and of display, maintenance, and storage approaches, as applicable, to ensure the material’s continued preservation. (see also Architectural Conservation; Paint Analysis)

**NAGPRA Documentation:** The Native American Graves Protection and Repatriation Act (NAGPRA) is a federal law passed in the early 1990s. It directs that American Indian groups are to have returned to them any human remains and burial goods with which they are culturally affiliated. The law charges museums, universities, and other institutions that have held archaeological collections containing remains and burial goods, to consult with tribes claiming affiliation with their collections and to facilitate repatriation to those groups.

**National Register Nominations:** The National Register of Historic Places is our country’s official list of historic buildings, structures, sites, objects, and districts worthy of preservation. It is maintained on a nationwide basis by the National Park Service (NPS) and expanded through a formal nomination and review process. Proposed nominations are submitted to and reviewed by HPD and the Georgia National Register Review Board, with approved nominations forwarded to NPS for final review and subsequent listing. Certain criteria must be met for a property to be eligible for the National Register and applications must include supporting documentation and research completed consistent with associated national standards. Properties listed in the National Register may qualify for preservation benefits and incentives, including certain types of grants, tax incentives, and easements.

**Oral History:** Oral history documents past events, activities, and persons through information conveyed orally by people who have direct knowledge of them or who have had information about them passed down from others who had direct knowledge. Oral histories are based on first-person interviews with the individuals who possess this information.

**Paint Analysis:** Paint analysis is the scientific testing of paint samples taken from historic buildings to determine the age, color, type, and composition of various layers of painted surfaces. Paint analysis is often used in restoration projects to help determine the original appearance of a historic room in conjunction with other documentation, such as a historic photograph. It is also used in determining appropriate materials conservation treatments for historic paint finishes.

**Photography (Archival):** Archival photography provides a permanent pictorial record of a historic property. Archival photographs should provide a straightforward visual representation of the physical qualities of a historic property. By definition, archival photography is done to archival standards; depending on the circumstances, these standards can be those of the Historic American Building Survey (HABS) or the Historic American Engineering Record (HAER), the Georgia state historic preservation office, or the National Park Services' standards for National Register photography. The critical element in archival photography is the quality and permanency of the original photographic negative or digital image.

**Physical Anthropology:** The study of human skeletal material for purposes of interpretation within the context of a past culture. A physical anthropologist is able to determine whether discovered bone is human or animal and if human, the sex, race, approximate age at death, and certain information about the health of the individual during life. A coroner or medical examiner examines the recently deceased; however, a physical anthropologist is trained to identify and investigate much older remains that primarily consist of just bones.

**Preservation Planning:** Preservation Planning is the practice of identifying and carrying out particular goals and strategies to protect historic and archaeological resources. Preservation Planning may be part of local government comprehensive planning, including local preservation ordinances and redevelopment plans. It can also be master or project planning for continued or redevelopment use of historic property owned by individuals or organizations. Reports, studies, development plan drawings, Historic Structure Reports, and other documents that assess and make recommendations pertaining to historic resources are common work product resulting from Preservation Planning.

**Rehabilitation Consulting:** The practice of advising and guiding both the professional and the laymen in the process of historic building rehabilitation. The consultant should be educated and experienced in a comprehensive scope of historic preservation, including National Register nominations, tax incentive applications, façade easements, and grant application processes. The consultant should also be an effective liaison between government regulation and owner needs, providing effective solutions and suggestions.

**Rehabilitation Incentive Programs - State and Federal Tax Incentives:** State and Federally administered programs designed to provide an opportunity for owners of historic properties who undertake a certified rehabilitation to take federal and state income tax credits and an eight year property tax assessment freeze. Participating rehabilitations must meet certain investment criteria, undergo an application review process, and be completed in accordance with associated rehabilitation standards.

**Rehabilitation Plans & Specifications:** Rehabilitation Plans and Specifications are construction drawings and documents developed by architects, engineers, or designers for local building officials review and to direct contractors doing the construction work involved in the rehabilitation of an existing building.

**Remote Sensing:** A non-intrusive method of detecting objects or sites underground or underwater, without contacting them physically. Ground-penetrating radar (GPR) is an instrument used to find sub-surface features by recording differential reflection of radar pulses; it is used in certain circumstances on archaeological sites. Other methods used to find archaeological sites include side scan sonar for underwater features, color infrared aerial photography, satellite imaging, and geophysical techniques such as magnetometry, resistivity, and conductivity. GPR technology is used in many different fields for various purposes (e.g. locating underground utilities); however, it is only a trained archaeologist who can interpret this type of data to determine if it indicates the presence of cultural resources.

**Site Interpretation (Archaeological):** Interpreting an archaeological site is the goal of doing archaeology. The artifacts and information collected in background research, fieldwork, and laboratory analysis can be interpreted to reveal the "who, what, when," and maybe the "why" of human activity at a particular archaeological site. The interpretation can give direction to further research, be used as educational material for students, and provide enjoyment for the general public.

**Site Interpretation (Historic Property/Building):** Historically significant sites, property, or buildings that are developed as points of interest require interpretation to inform and educate visitors or other interested parties as to their history and importance. Interpretation of a site typically includes research into the property's history, collecting or organizing artifacts illustrating its history, developing exhibits or constructs to represent missing features, and creating informational and educational display panels.

**Streetscape Planning:** Streetscape Planning is the process of developing coordinated design plans for physical improvements to roadways and associated sidewalks in order to create more inviting pedestrian environments, calm traffic, and provide cohesiveness to and otherwise beautify and visually enliven business districts. Improvements typically include new paving, crosswalks, landscape planting, street trees, site furnishings, lighting, signs, and burying utilities.

**Structural Assessments:** Structural Assessments, also sometimes termed a Conditions Assessment Report, identifies and evaluates the existing condition of the material elements of a historic structure and its associated environment and makes recommendations for correcting deficiencies or improving the structural capacity of a building for continued or new uses. Structural Assessments/Conditions Assessment Reports are a major component of Historic Structures Reports.

**Surveys (Archaeological):** A survey is the first level of intensity in archaeological fieldwork and is designed to provide just a sample of information available in a specific area. A survey can be a non-intrusive method of systematically observing the ground surface in search of sites, without excavation, or of collecting data using remote sensing technology. A survey on land can also involve systematically digging test holes at specific intervals following a precise grid pattern over the project area in order to obtain a statistically sound sample of information. Artifacts and other data collected are mapped, analyzed, and used to support the interpretation of human activity there, as well as the potential for other archaeological sites to be found intact. (see also Archaeology Fieldwork)

**Surveys (Historic Resources):** Historic resources field surveys compile information about extant historic buildings, structures, and landscapes in a defined geographical area through systematic field investigation and reporting. In Georgia, most field surveys cover entire counties or cities. Field survey information includes the location of the historic resource, a description of it, brief historical information if readily available, an initial assessment of its potential significance, photographs, and a mapped location.

**Tabby Rehabilitation (Planning):** Tabby is a mixture of shell, lime, sand, and water used as a construction material in coastal Florida, Georgia, and South Carolina in the 16<sup>th</sup> through 19<sup>th</sup> Centuries. It is often described as an early form of concrete. Tabby rehabilitation planning involves inspection of tabby structures and ruins, investigation to determine a particular structure's tabby formulation, and developing associated plans, as applicable, for stabilization, protection, preservation, and repair.

**Underwater Archaeology:** The investigation of archaeological sites in or associated with the ocean, rivers, lakes, ponds, streams, or other bodies of water. An underwater archaeologist is trained in the same archaeological theory, methods, and ethics as a terrestrial archaeologist but also has SCUBA-type training and certification.

**Zooarchaeology:** The study of animal remains (bones, shell, teeth, etc.) from archaeological sites to understand human diet, subsistence practices, and site formation processes.